

Law Enforcement Instructor Training Program
Additional Information Provided by Host Agency

Please provide the following to the FLETC:

- A Letter of Intent
- The location where the program is to be held
- A brief description of the training facility
- Meal and Lodging accommodations
- The point of contact within your agency
- The location of the nearest large airport
- A listing of hotels near the training site (if possible)

Law Enforcement Instructor Training Program

Letter of Intent

Host Agency Name: _____

**To: XP_LEITP Coordinators
Federal Law Enforcement Training Center
Training Management & Coordination Division
Building 216, Room 119
1131 Chapel Crossing Road
Glynco, GA 31524**

LEITP Coordinators:

We would like to host the Law Enforcement Instructor Training Program (LEITP) at the following location:

We request delivery of the program during the following time period:

Our designated Point of Contact for planning the program is:

Name: _____ Title: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email: _____

Training Location: _____

Lodging and Meals for Participants will be as follows: _____

Other Important Information: _____

Yours Truly,

Signature: _____

(Printed Name): _____

Title: _____

Date: _____

Send via email to mike.force@dhs.gov or Fax this
completed form to:

**XP_LEAITP Coordinators
Federal Law Enforcement Training Center
Training Management & Coordination Division
Town House 382
Glynco, GA 31524**

Fax: 912-267-2691